

Executive Registry

DD/A Registry

THE WHITE HOUSE

WASHINGTON

March 7, 1979

PERS

MEMORANDUM FOR THE HEADS OF  
DEPARTMENTS AND AGENCIES

SUBJECT: SES Pay Schedule

The Senior Executive Service (SES) will go into effect on July 13, 1979. The Civil Service Reform Act of 1978 provides for SES pay to range between the minimum rate for GS-16 of the General Schedule and EL-IV of the Executive Schedule. After consulting with the Director of the Office of Personnel Management I have determined that there shall be six salary rates for SES. Agency heads will, subject to the requirements of law, set the rate to be paid to each individual. In doing so agencies should be aware that the amounts payable to an individual before October 1, 1979, may be limited to the pay cap contained in Public Law 95-391. I am establishing the following as the initial SES Schedule:

ES-1 =	\$44,756
ES-2 =	46,470
ES-3 =	48,250
ES-4 =	50,100
ES-5 =	51,450
ES-6 =	52,800

The Director of the Office of Personnel Management will issue guidance and prescribe regulations for the administration of SES pay.

*Jimmy Carter*

### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	EO/DOA	3/9	[Signature]
2			
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5	D/O P. 2 MAR 1979		
6	DA Pre/PC		

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

**Remarks:**

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# EXECUTIVE SECRETARIAT (O/DCI)

## Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
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5	DD/CT				
6	DD/A	✓			
7	DD/O				
8	DD/S&T				
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/PA				
14	D/EEO				
15	D/Pers				
16	AO/DCI				
17	C/IPS				
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SUSPENSE DATE:

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## Federal Personnel Manual System

### FPM Bulletin

Special Bulletin #28

Bulletin No. 920- 7

Washington, D. C. 20415

March 7, 1979

**SUBJECT:** Procedures for Designating Positions for Inclusion  
in the Senior Executive Service

Heads of Departments and Independent Establishments:

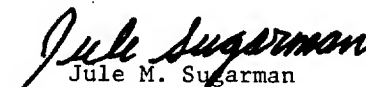
Any employee serving in a position at the time it is designated a Senior Executive Service position shall have 90 calendar days to make a decision on conversion.

Any employee appointed, reinstated, transferred, promoted, voluntarily reassigned or voluntarily demoted to a position after it has been designated a Senior Executive Service position but before July 13, 1979, shall be required to accept conversion to the Senior Executive Service. The agency shall advise the individual of this requirement prior to appointment or other personnel action. Acceptance of the personnel action will constitute acceptance of SES conversion. At the time of the personnel action the individual must sign a statement acknowledging his or her acceptance of SES conversion.

Agencies planning to fill positions to be designated as Senior Executive Service may designate the positions before taking such action in order to require SES conversion of the appointee. Agencies can start doing this immediately. In announcing vacancies, the announcements should state the position has been designated as SES and that anyone who accepts the position must join SES.

There should be a written record for all positions at GS-16 to 18, or at equivalent levels in other pay systems showing that they are designated as a Senior Executive Service position or that they will be in some other pay system. (Positions specifically excluded by statute may be omitted.) Positions in executive levels IV and V that will be in the Senior Executive Service should also be so designated. The written record should include a date and signature of responsible authorities.

Attached is a suggested Senior Executive Service Executive Position Designation format. It can also be used to formalize the fact that positions will not be in SES. This form is intended to be for internal agency use only and should not be submitted to this Office. It should be retained by the agency as long as there is any possibility that a question could arise in respect to entitlement to optional conversion.

  
Jule M. Sugarman  
Deputy Director

Attachment

**Inquiries:** Executive Personnel and Management Development, Planning and Analysis Section  
(202) 632-6820

**Code:** 920- Senior Executive Service

**Distribution:** Limited, Heads of Agencies and Assistant Secretaries for Administration (or equiv.)

**Bulletin Expires:** July 13, 1979

Attachment to FPM Btn. 920-7 (2)

SENIOR EXECUTIVE SERVICE  
EXECUTIVE POSITION DESIGNATION

Instructions: This form should be filled out for every position in GS-16 to 18 and Executive Levels IV and V, and equivalents, except those in the Foreign Service, in certain agencies excepted under 5 U.S.C. 3132(a)(1)(B), and in government corporations, or those which are filled by an appointment by the President by and with the advice and consent of the Senate.

Position Title:

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Position No. (if currently under OPM purview):

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Organization Location (Department/Agency and Bureau):

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Current Appointment Authority (e.g., Career Executive Assignment, Schedule A, Excepted):

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Is position designated as in Senior Executive Service?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, will it be (check one):

Career Reserved \_\_\_\_\_ General \_\_\_\_\_

Incumbent on date of designation:

Name \_\_\_\_\_ SSAN \_\_\_\_\_

Date of designation:

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Signature  
Director of Personnel

Signature  
Agency Head or Chairman  
of Executive Resources  
Board